

## CHAPTER 1

### INTRODUCTION

#### 1000 GENERAL

This instruction is issued for the information and guidance of personnel engaged in MOMAG supply operations. This instruction amplifies and supplements procedures for financial management and inventory control. Refer any apparent conflict between this publication and other directives to COMOMAG Supply Department for interpretation or resolution.

#### 1100 ACTION AND AUTHORITY

The procedures in this instruction are mandatory. Units will be held accountable for adhering to policies, procedures, and guidelines set forth in this instruction. All items and procedures addressed in this instruction are inspection items. This instruction does not replace instructions issued by higher authority, but rather sets policy not stated elsewhere and clarifies procedures wherein COMOMAG is afforded an option. Use it as a supplemental directive to NAVSUP P-485 and other publications referenced throughout this instruction.

#### 1200 ASSISTANCE

COMOMAG is located in Corpus Christi, Texas, which is in U.S. Central time zone. Requests for assistance when questions or problems arise in any functional area of supply are encouraged. All Commanding Officers or Officers-in-Charge (CO/OICs) and independent Storekeepers in MOMAG should receive a familiarization briefing prior to reporting. For problems relating directly to FASTDATA software, units/detachment may use the help-line number 1-800-471-8713. A COMOMAG Supply Department Annual Planner will be distributed at the beginning of each fiscal year as a guide for planned correspondence requirements. Correspondence may be submitted earlier than assigned dates. Correspondence will not be submitted late without prior authorization by COMOMAG.

#### 1300 ORGANIZATION

Due to the unusual billet structure of most sites in MOMAG, explanation of organizational terms is provided.

1. COMOMAG Supply Officer. A Supply Corps Officer is attached to COMOMAG Staff and is assigned an office code of N4. Other equivalent terms include the Group or Staff Supply Officer.

2. Unit/Detachment Supply Officer. The CO/OIC is the Unit/Detachment Supply Officer. The CO/OIC is the counterpart to the COMOMAG Supply Officer at the unit/detachment level and is accountable for all duties assigned by regulations to organizational Supply Officers.

3. Supply Department Head. The senior person assigned to Supply Department at each unit/detachment, regardless of rating, is normally the Supply Department Head.

4. Storekeeper (SK). The Storekeeper will usually be a petty officer of the Storekeeper rating and is generally responsible for those areas of supply involving procurement management and financial records keeping. In some cases, the SK may be assigned the joint role of Supply Department Head.

5. Stock Control Supervisor. This person is responsible for maintenance of manual stock records, if any, or the stock control database (ROLMS). This responsibility encompasses posting of requisitions, receipts, expenditures, and allowances to stock records, and maintaining stock at required allowance levels.

#### 1400 TURNOVER AND RELIEF OF SUPPLY DEPARTMENT HEAD

1. Prior to his/her detachment, the Supply Department Head will conduct an inspection of the Supply Department, jointly with his/her relief. The joint inspection will include storerooms, operating spaces, office spaces, material, material handling equipment, automated supply systems, personnel, files and records, and organization and procedures. Should circumstances prevent a joint inspection, the relieving department head will conduct the inspection and prepare the report required by paragraph 1403 as soon as possible, but not later than 20 days after taking charge.

2. The Supply Department files and records will be jointly inspected. The relieving Supply Department Head will ascertain if files and records are established and maintained in accordance with prescribed procedures. Particular attention should be paid to such other areas as:

a. The availability and currency of required publications and directives. At a minimum, a copy of all references contained in this instruction shall be available. These publications will be reviewed annually to ensure they are current.

b. All applicable letters of authority are on file.

c. The training program, in order to determine if a comprehensive formal training program is in effect.

## 1401 INVENTORIES AND RETURNS

### 1. General Stores.

a. Sample Inventory. A wall-to-wall inventory of Supply Department stock of general stores material is not required but is highly recommended upon relief of the Department Head. If a wall-to-wall inventory is not conducted, the relieving department head will conduct a sample inventory and location audit of a random selection of item to determine the validity of stock records. The recommended number of items for sampling is as follows:

(1) Inventory 15 percent of the total MBOM/COSAL items carried.

(2) Inventory 5 percent of the total non-MBOM/COSAL items carried insuring that at least 50 percent of the items selected have recorded usage.

(3) Inventory 100 percent of total repairable assets carried.

The inventory and locator accuracy rates determined by the sample inventory and location audit will be reflected in the relieving Department Head's letter to the Commanding Officer/Officer-in-Charge. An inventory accuracy rate of 90 percent and the locator accuracy rate of 95 percent are considered to be acceptable.

b. Inventory Schedule. The Supply Department Head being relieved will furnish the relieving Supply Department Head with the approved inventory schedule, showing which material has been inventoried during the fiscal year.

c. Review of Stock Record Balances. The relieving officer will conduct a review of the stock records (ROLMS) to determine the items and money value of allowed repair parts, including substitutes, which are currently NIS and not on order. The recommended review procedure is as follows:

(1) Review of 100 percent of the MBOM/COSAL stock. Record all NIS items not on order, and the funds required to requisition the high limit quantities of such items.

(2) Conduct a random review (5 to 10 percent) of the non-MBOM/COSAL stock records. Ensure that at least 10 percent of the items selected have recorded usage. Record the NIS items not on order and the funds required to requisition minimum replacement unit quantities of such items.

2. Controlled Material. All items controlled by the use of custody cards, i.e., cell phones, beepers, organizational material, will be inventoried and the relieving Supply Department Head will assume custody.

#### 1402 OUTSTANDING AND PENDING BUSINESS

The Department Head being relieved will inform his/her relief of:

1. The number and status of unfilled Issue Group One requisitions and other requisitions which, in the opinion of the outgoing department head, warrant special attention.
2. The number and status of outstanding purchase orders.
3. Unpaid dealers' bills on board.
4. Supply Department material survey requests (DD Form 200s) awaiting action by the Commanding Officer/Officer-in-Charge.
5. Unanswered correspondence.
6. Status of unit/detachment's operating target (OPTAR) and any other funds that it may administer.
7. Circumstances surrounding all unsatisfactory conditions within the Supply Department, such as uncorrected discrepancies noted on the last ADMAT Inspection, inoperative equipment, etc.
8. Status of specific logistics and inventory management actions pending such as carcass bills.

#### 1403 RELIEVING REPORT

1. Upon completion of the department material and records inspection, a joint relieving letter will be submitted to the Commanding Officer/Officer-in-Charge. See the sample in Figure 1-1. The letter will include the following:
  - a. A request for approval of relieving date.
  - b. A statement of any defects or deficiencies including material condition/safety of the spaces noted during the inspection.
  - c. A statement of the status of transfer of controlled equipage/organizational material in use in the Supply Department.

d. A statement regarding stock record (ROLMS) accuracy and that the latest allowance updates have been conducted.

e. A statement indicating the number and replenishment cost of repair parts that are not in stock or on order.

f. A statement indicating they have reviewed all supply management reports and files and attesting to the accuracy and completeness of these reports and files.

g. The general condition of the Supply Department.

h. A statement of facts in dispute, if there is any disagreement as to the conditions discovered.

Should circumstances prevent a joint inspection, the relieving Supply Department Head will perform the inspection and prepare the required report within 20 days after reporting aboard.

#### 1404 SUPPLY DEPARTMENT HEAD MONTHLY REPORT

1. The Supply Department Head will submit a monthly report to the Commanding Officer on the 10th of each month. The report shall at a minimum include:

a. Status of funds

b. Monthly 1/12th inventory results

c. Number and percent of urgency of need designators

d. Number of outstanding requisitions from prior years.

#### 1405 USEFUL WEB SITES

NAVSUP [www.navsup.navy.mil](http://www.navsup.navy.mil) (links to most supply websites)

DESEX [www.desex.com](http://www.desex.com)

DODSSP [www.dodssp.daps.mil](http://www.dodssp.daps.mil)

Defense Logistics [www.dlis.dla.mil](http://www.dlis.dla.mil)

SALTS [www.salts.navy](http://www.salts.navy)

Directives [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives)

1 Apr 02

From: SK1 G. C. Davis, USN, 001-23-4567  
SK2 I. L. Garner, USN, 097-32-5896

To: Commanding Officer, Mobile Mine Assembly Unit Two

Subj: RELIEF OF SK1 G. C. DAVIS AS SUPPLY DEPARTMENT HEAD OF  
MOBILE MINE ASSEMBLY UNIT TWO

Ref: (a) COMOMAGINST 4000.1P

1. Approval is requested for SK1 G. C. Davis to be relieved of his duties as Supply Department Head of Mobile Mine Assembly Unit Two by SK2 I. L. Garner as of the close of business this date.

2. Per reference (a), a joint inspection of the Supply Department has been conducted. The following discrepancies were noted:

a. The ADMIN OPTAR balance was found to be understated in the amount of \$327.00 as a result of receiving non-chargeable material.

b. Accurate department training records were not maintained. This condition will be rectified.

3. All accountable items have been inventoried and custody accepted by SK2 Garner. There is one outstanding DD form 200 (N55535-7001-2120) that will be completed on 2 Apr 02.

4. Stock record accuracy, as determined by a sample inventory and location audit, was found to be 95 percent accurate.

5. The stock record balances of all (72) MBOM parts and 10 percent (10) of the non-MBOM parts were reviewed. The cost of requisitioning the high limit quantities of 14 MBOM items found to be not in stock or on order is \$5,480. The cost of requisitioning minimum replacement unit quantities of 12 non-MBOM items found to be not in stock or on order is \$8,110.

6. The overall condition of the Supply Department was found to be satisfactory.

1-6

7. There is no disagreement between these officers as to the conditions discovered.

G. C. DAVIS  
GARNER

I. L.

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4000  
Ser

N4/416

1 Apr 02

FIRST ENDORSEMENT on SK1 G. C. Davis and SK2 I. L. Garner ltr  
of 1 Apr 02

From: Commanding Officer, Mobile Mine Assembly Unit Two  
To: SK1 G. C. Davis, USN, 001-23-4567  
SK2 I. L. Garner, USN, 097-32-5896

1. Approved.

R. G. DODSON